

**Franklin County Children Services  
POSITION DESCRIPTION**

**Classification Title:** Nurse Supervisor 2  
**Working Title:** Nurse Supervisor  
**Supervisor:** Nurse Supervisor 3 (713006)  
**Division/Department:** Intake Division  
**Job Status :** Full-Time, 40 Hours  
**FLSA Status :** Exempt  
**PCN :** 713005  
**Pay Range:** 26  
**Probationary Period:** 1 Year  
**Classification #:** 65516/C079  
**Revision Date :** 2/2021

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**OBJECTIVE/PURPOSE**

Under general direction of the Associate Director of Nursing (Nurse Supervisor 3), directs nursing operations; supervises registered nurses and licensed practical nurses; provides direct professional care; completes administrative tasks.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

40% Directs work of personnel on assigned shift; plans, assigns and reviews work of RNs/LPNs; evaluates performance; trains and orients new employees; plans and troubleshoots scheduling and coverage for both day shift and off-shift nurses; interviews applicants;

handles disciplinary matters; reviews work of contract nursing staff and coordinates with their supervisor.

- 40% Provides nursing case consultation to agency staff and oversees the following nursing tasks, sometimes completing them directly, as appropriate and needed: completes medical screening for clients; visits client homes and foster homes to provide consultation, written assessments, etc.; assures needs of special needs children are adequately met and helps coordinate care; completes medical consents and assists staff in providing medical consents and approvals for hospital and placement requests; employee will handle emergency/time-sensitive medical coordination and consultation during off hours regarding critical medical matters; assists agency psychiatrist with physical assessments of children (vitals) prior to psychiatric consultation; fills/refills prescriptions for FCCS youth as needed; works with Medicaid Managed Care and Insurance companies on needed prior authorization denials, planning, and any other necessary tasks to ensure youth in agency custody receive needed medical services.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 15% Purchases supplies and equipment; supervises records maintenance; completes data entry of medical care into SACWIS; serves as a liaison with clients, internal staff, and external providers and partners; explains policies; completes reports and statistics; assists with development of needed policies and procedures; serves as workgroup and committee representative as assigned.
- 5% Performs other related duties as assigned.

***Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.***

***Employee in this position may be required to work a flexible shift.***

#### **SUPERVISORY RESPONSIBILITIES**

4 – Nurse 1's & Contract Nurses

#### **QUALIFICATIONS**

**Minimum Qualifications:** 1 course in counseling (or 1 mo. exp.); 3 courses in public relations (or 3 mo. exp); 3 courses in employee training & development (or 3 mos. exp.); 3 courses in management (or 3 mos. exp.); 6 courses in supervision (or 6 mos. exp.); or equivalent. Requires current licensure as a registered professional nurse (RN) in State of Ohio.

**Preferred Qualifications:** Bachelor of Nursing; pediatric nursing experience preferred;

**Certification or Licensure:** Current Licensure as Registered Nurse (RN) in the State of Ohio. A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy is required for travel. Travel can be occasional and include out of state travel which may require airline travel.

**AMERICAN WITH DISABILITIES SPECIFICATIONS**

**Physical Requirements:** Sits, walks, drives and stands throughout the day. May be required to lift up to 30 pounds.

**Work Environment:** Typical office environment. May be asked to visit other FCCS sites, homes or other facilities.

**Signature of Agency Representative:**

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**Charles Spinning**  
**Executive Director**

**Date**